FAX-L380 Quick Reference Guide

ENGLISH

About the Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below.

Guides with this symbol are book manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

- **Setting up the Machine**
- **Installing CARPS**
- **Document and Paper Handling**
- **Sending and Receiving Faxes**
- **Speed Dialling**
- **Making Copies**
- **The Menu System**

Quick Reference Guide (This Document)

- **Setting up the Machine**
- **Document and Paper Handling**
- **Sending and Receiving Faxes**
- **Speed Dialling**
- **Making Copies**
- **Maintenance**
- **Troubleshooting**
- **The Menu System**

User's Guide

- **Installing CARPS Software**
- **Printer Properties**
- **Troubleshooting Printer Driver Issues**

Software Guide

- To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

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Preface

Thank you for purchasing the Canon FAX-L380. Please read this manual thoroughly before operating the product in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference. Before using the machine, make sure to read "Safety Instructions" on p. 1-6 in the User's Guide included in the CD-ROM.

How to Use This Manual

Symbols Used in This Manual

This manual uses the following symbols to indicate important safety precautions or useful information about using the machine.

IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items to avoid problems caused by incorrect operation.
NOTE	Indicates notes for operation or additional explanations. Reading these is highly recommended.
See the *User's Guide*	Refer to the User's Guide for details on the topic of the previous sentence.
machine	The word "machine" refers to Canon FAX-L380.
default	A setting that remains in effect unless you change it.

Button Used in This Manual

A button or an item is referred to in [brackets] as follows in this manual.

- A button or an item on the screen ..... [OK]
- Name of window or dialog box..... [Add Printer Wizard]
- A button on a toolbar ..... ? (Help)

Displays Used in This Manual

Screen shots of computer operation screens used in this manual may differ from the ones you actually see depending on the model or options that come with your machine.

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:
Microsoft® Windows® 98 operating system is referred to as Windows 98.
Microsoft Windows Millennium Edition operating system is referred to as Windows Me.
Microsoft Windows 2000 operating system is referred to as Windows 2000.
Microsoft Windows XP operating system is referred to as Windows XP.

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1 CHAPTER

Setting Up Your Machine

Unpacking Your Machine

Follow the directions below to unpack your machine properly, and to make sure you have all of its components and documentation.

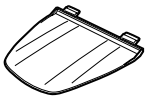
Do You Have Everything?

As you unpack the machine, save the carton and packing material in case you want to move or ship the machine in the future.

Carefully remove all items from the box. You should have someone help you by holding the box while you lift the machine and its protective packaging.

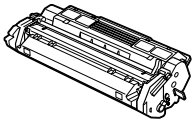
Make sure you have the following items:

MAIN UNIT

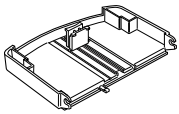


DOCUMENT OUTPUT TRAY

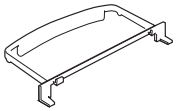
OUTPUT TRAY



CARTRIDGE T STARTER



CASSETTE EXTENSION



EXTENSION COVER

- POWER CORD
- TELEPHONE LINE CORD
- DOCUMENTATION
- DESTINATION LABELS
- CD-ROM

If any item is damaged or missing, notify your local authorized Canon dealer immediately.

NOTE

- *The actual items may differ in shape and quantity from the one shown above.*
- *Note that the items included with your machine may vary depending on the country of purchase.*
- *Important! Save your sales receipt for proof of purchase in case your machine requires warranty service.*
- *If you have purchased the optional handset, see Appendix B of User's Guide for the items included.*
- *In addition to the items shipped with your machine, if you wish to use the machine as a printer, you will need a USB cable, which you can purchase from your Canon dealer. For best results, use a cable that is no more than 5 meters long.*

Removing Shipping Materials

In order to protect your machine during shipping, the machine has been packed with protective material that you must remove before using. Follow these steps:

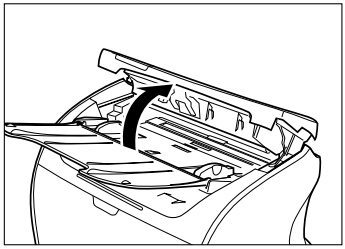
NOTE

The actual shipping materials may differ in shape, quantity, and position from the ones shown in the illustrations below.

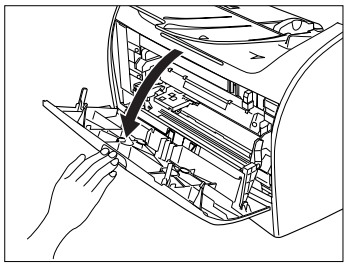
1 **Remove all pieces of shipping tape from the exterior of the machine.**

2 **Open the document feeder tray.**

3 **Open the operation panel by grasping it at the center and gently pulling it up.**
Remove protective sheet from the Automatic Document Feeder (ADF), then gently close the operation panel by pressing it down until it clicks.



4 **Open the printer cover.**



5 **Remove all pieces of shipping tape from the inside of the machine.**

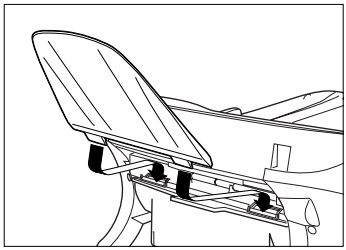
Assembling the Machine

Use the following instructions to assemble the main unit and its components. To see how the machine will look fully assembled, see “Getting Acquainted With Your Machine,” on p. 1-10.

Attaching Components

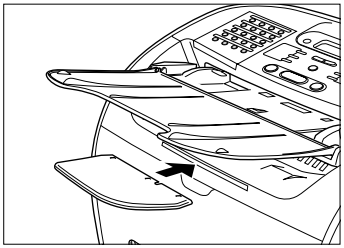
Document Output Tray

Insert the tabs into the corresponding slots on the back of the machine.



Output Tray

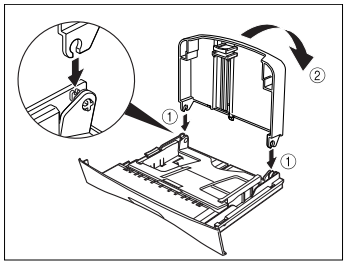
Insert the output tray into the corresponding slot.



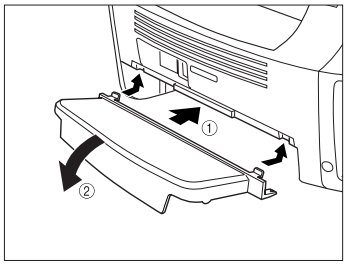
Installing the Paper Cassette

1 **Pull out the paper cassette completely.**

2 **Attach the cassette extension to the cassette.**



3 **Attach the extension cover on the back of the machine.**



4 **Insert the paper cassette back into the machine.**

Making Connections

NOTE

- *The use of the jacks may differ in certain countries. See Appendix C, "Country-Specific Features," of the User's Guide for details.*
- *Be sure to connect any external device before using your machine.*
- *Canon cannot guarantee that all answering machines will be compatible with your machine, due to varying specifications.*
- *If you have connected an external device to your machine, be sure to set the correct receive mode. See Chapter 8, "Receiving Faxes."*
- *To connect an extension phone as well as an answering machine, connect the extension phone to the answering machine, and then the answering machine to your machine.*
- *If you connect a data modem to your machine and you use it extensively, or others access your PC frequently through the data modem, you may want a dedicated telephone line for your data modem.*

Connecting the Machine to Your PC

Your machine has a USB port that allows you to connect it to a PC. To do this, you need to purchase a USB cable from your dealer.

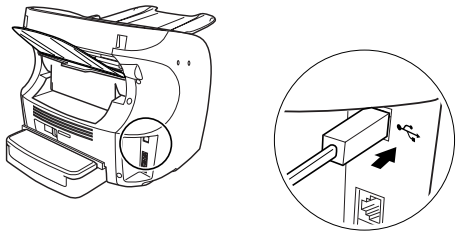
NOTE

For best results, use a cable that is 5 meters in length or shorter.

Connect the machine to your computer as follows:

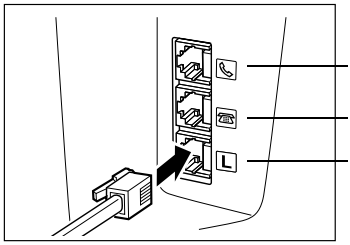
1 **Make sure the computer is turned off and the machine is unplugged.**

2 **Connect the USB cable to your machine and PC during software installation to ensure the proper operation of the printer driver. (See the *Software Guide*.)**



Connecting the Telephone Line

Connect the telephone line to the jack on the left side of the machine.


Connect the optional handset to .
Connect an extension phone or answering machine to .
Connect the supplied telephone line to L.
Connect the other end of line to a wall telephone jack.

If you connect an answering machine to the machine, be sure to read your answering machine's manual.

NOTE

You can also connect the extension phone to if you have not connected the optional handset.

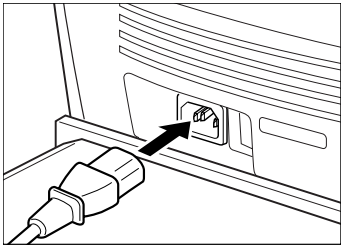
Connecting the Power Cord

CAUTION

Follow these guidelines when connecting your machine to a power source:

- **The machine is intended for domestic use only and requires 200-240 V AC. Do not use it outside the country where it was purchased.**
- **Use only the power cord that came with the machine. Using a longer cord or extension cord can cause the machine to malfunction.**
- **Unplug the machine only by pulling on the plug itself. Never pull on the cord.**
- **Do not plug the machine into an outlet shared with an appliance such as an air conditioner, computer, electric typewriter, or copier. These devices generate electrical noise, which can interfere with the operation of the machine.**
- **Make sure nothing is laying on the power cord, and that the cord cannot be walked on or tripped over.**
- **Do not overload the electrical outlet. Make sure the total amperage used by all the machines plugged into the outlet does not exceed the ampere rating of the outlet's circuit breaker.**
- **Do not plug the machine into an uninterruptible power supply (UPS).**

1 **Plug the supplied power cord into the power connector on the back of the machine.**



2 **Plug the other end of the power cord into the outlet.**

NOTE

The machine has no power switch, so its power is on as long as it is plugged in. Once connected, though, the machine still needs to warm up before you can use it.

While the machine is warming up, the message <PLEASE WAIT> appears in the LCD display:

```
PLEASE WAIT
```

When you connect the power cord to an AC outlet for the first time after purchase, <DISPLAY LANGUAGE> will appear in the LCD display after <PLEASE WAIT>. In this case, set the language for the LCD display, and the country*. (See “Setting the Display Language and Country*,” on p. 1-9.)

The Fax standby mode appears:

```
31/12/2003 WED 15:11
FaxOnly     STANDARD
```

NOTE

If the toner cartridge has not been installed yet, the message <INSTALL CARTRIDGE> appears in the LCD display, and the Alarm indicator flashes. In this case, install the toner cartridge. (See “Installing/Replacing the Toner Cartridge,” on p. 1-15.)

* The country selection feature is available for certain countries only.

Setting the Display Language and Country*

When you connect the power cord to an AC outlet for the first time, you need to select the language for the LCD display. For some countries, you also need to select the country where you are using the machine. The machine automatically switches the selectable settings and the default settings in the menus to suit the selected country.

Follow these steps to set the display language and country.

After connecting the power cord, the display changes from <PLEASE WAIT> to the <DISPLAY LANGUAGE> menu.

---

1 **Use [◀ (-)] or [▶ (+)] to select the preferred language for the LCD display → press [OK].**

DISPLAY LANGUAGE < ENGLISH >	→	COUNTRY SELECT UK

If <COUNTRY SELECT> does not appear after <DATA ENTRY OK> is displayed:

Setting is completed and the machine enters the Fax standby mode.

If <COUNTRY SELECT> appears after <DATA ENTRY OK> is displayed:
Go to step 2.

2 **Use [◀ (-)] or [▶ (+)] to select the country where you are using the machine → press [OK].**

COUNTRY SELECT FRANCE	→	31/12/2003 WED 15:11 FaxOnly STANDARD

If your country name does not appear, select <OTHERS>.

Once you have selected the language and country, these setting menus will not appear next time you connect the power cord.

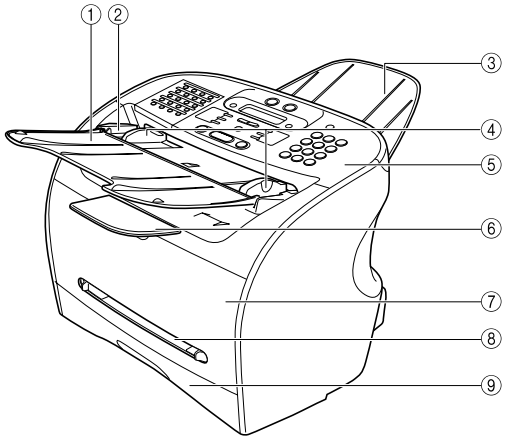
- To check the settings made by the country selection, you can print the USER'S DATA LIST. (See "User's Data List," on p. 2-6.)
- You can change the display language or country setting using the <SYSTEM SETTINGS> menu in the <FAX SETTINGS> menu. (See Chapter 10, "The Menu System.")

* The country selection feature is available for certain countries only.

Getting Acquainted With Your Machine

Before using your machine, look over the diagrams on these pages to become familiar with the machine's components.

Front View



① **Document feeder tray**
Place documents.

② **ADF (Automatic Document Feeder)**
Holds documents and feeds them automatically into the scanning machine.

③ **Document output tray**
Documents come out here.

④ **Slide guides**
Adjust to the width of documents.

⑤ **Operation panel**
Controls the machine.

⑥ **Output tray**
Outputs printouts.

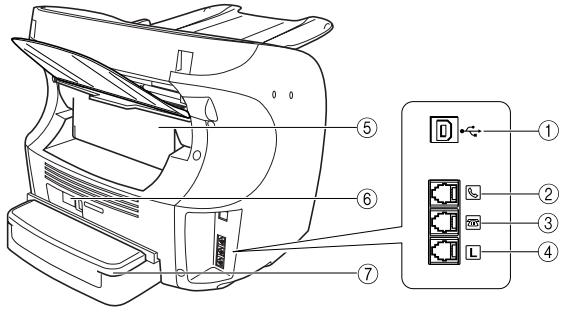
⑦ **Printer cover**
Open it when you install the cartridge, or remove jammed paper.

⑧ **Multi-purpose feeder**
Used when printing paper one by one manually.

⑨ **Cassette**
Holds the paper supply.

Rear View

The use of the jacks on the side may differ in certain countries. See Appendix D of the *User's Guide*.



① **USB port**
Connect the USB (Universal Serial Bus) cable.

② **Handset jack**
Connect the handset (optional).

③ **Extension phone jack**
Connect an extension phone.

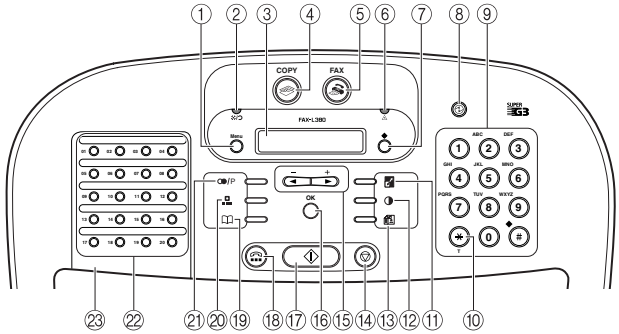
④ **Telephone line jack**
Connect the telephone cable.

⑤ **Face up cover**
Open it when you output paper face up, or remove jammed paper.

⑥ **Power socket**
Connect the power cord.

⑦ **Extension cover**
Protects paper supply in the cassette from dirt and dust.

The Operation Panel



① **Menu button**
Use this button to customize the operation of the machine.

② **In Use/Memory indicator**
Lights when the telephone line is being used or a document has been received in memory.

③ **LCD display**
The LCD display shows messages and prompts during operation, and displays selections, text, numbers, and names when registering information.

④ **COPY button**
Use this button to switch standby display to Copy mode.

⑤ **FAX button**
Use this button to switch standby display to Fax mode.

⑥ **Alarm indicator**
This lamp flashes when an error occurs, or when the machine is out of paper or toner.

⑦ **System Monitor button**
Use this button to check the status of copy, fax, print and report jobs.

⑧ **Energy Saver button**
Use this button to set or cancel the energy saver mode manually. The button lights green when the energy saver mode is set, and goes off when the mode is canceled.

⑨ **Numeric buttons**
Use these buttons to enter numbers and names when registering information, and to dial fax/telephone numbers that are not registered for automatic dialing.

⑩ **Tone button**
Use this button to use tone dialing temporarily when your machine is set for pulse dialing.

⑪ **Enlarge/Reduce button**
Use this button to set an enlargement or reduction ratio of the copy.

⑫ **Exposure button**
Use this button to adjust the copy exposure.

⑬ **Image Quality button**
Use this button to select the resolution the machine will use for the document you want to fax, or copy.

⑭ **Stop/Reset button**
Use this button to cancel sending or receiving faxes and other operations, and bring back the standby display in the LCD.

⑮ **◀ (-), ▶ (+) buttons**
Use this button to scroll through the selections so you can see other settings.

⑯ **OK button**
Use this button to determine the contents you set or register. Also, if the document being scanned stops in the ADF, pressing this button makes the document come out automatically.

⑰ **Start button**
Use this button to begin faxing, or copying.

⑱ **Hook button**
Use this button to dial, even with the optional handset still in the handset cradle.

⑲ **Directory button**
Use this button to search for fax/telephone numbers by the name under which they are registered for speed dialing, and then use the number for dialing.

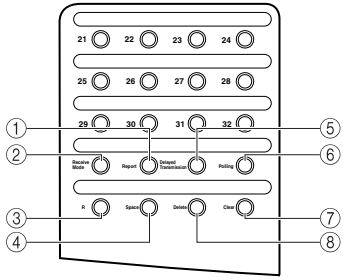
⑳ **Coded Dial button**
Use this button to dial a fax/telephone number that you have registered for Coded Speed Dialing.

㉑ **Redial/Pause button**
Use this button to redial the last number that was dialed using the numeric buttons, or to enter pauses between digits when dialing or registering fax numbers.

㉒ **One-Touch Speed Dial buttons**
Use these buttons for One-Touch Speed Dialing.

㉓ **One-Touch Speed Dial panel**
Open this panel to access the registration buttons.

Special Function Buttons (One-Touch Speed Dial Panel Open)



① **Report button**
Use this button to print activity reports.

② **Receive Mode button**
Use this button to select the receive mode for receiving faxes.

③ **R button**
Use this button to dial an outside line access number when the machine is connected through a switchboard (PBX).

④ **Space button**
Use this button to enter a space between letters and numbers when you are registering information.

⑤ **Delayed Transmission button**
Use this button to register a time for delayed sending.

⑥ **Polling button**
Use this button to set a document for polling sending, and to poll the other fax to receive a document.

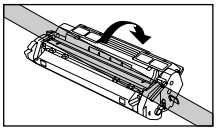
⑦ **Clear button**
Use this button to clear an entire entry during information registration.

⑧ **Delete button**
Use this button to delete characters one by one.

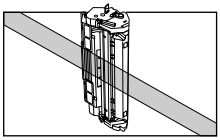
The Toner Cartridge

Handling and Storing Cartridges

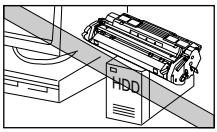
- Do not open the drum protective shutter on the cartridge. If the drum surface is exposed to light and damaged, print quality may deteriorate.



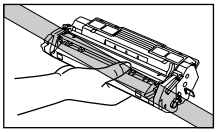
- Do not stand the cartridge on end, and do not turn it upside down. If toner becomes caked in the cartridge, it may prove impossible to free it even by shaking the cartridge.

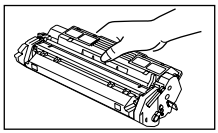


- Keep the cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the cartridge may harm these items.



- Never touch the drum protective shutter. When holding the cartridge avoid touching the drum protective shutter with your hands.





- Do not expose the cartridge to direct sunlight or bright light for longer than 5 minutes.
- Do not store the cartridge in direct sunlight.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature. Store the cartridge between 0° and 35° C.
- Store the cartridge in its protective bag. Do not open the bag until you are ready to install the cartridge in the machine.
- Save the protective bag. You may need to repack and transport the cartridge at a later date.
- Do not store the cartridge in salty air or where there are corrosive gases such as from aerosol sprays.
- Do not remove the cartridge from the machine unless necessary.
- Be sure to remove the toner cartridge from the machine when disposing of the machine.

CAUTION

DO NOT PLACE THE CARTRIDGE IN FIRE. TONER POWDER IS FLAMMABLE.

Installing/Replacing the Toner Cartridge

The machine uses a Canon Cartridge T. The procedure below explains how to install the cartridge for the first time, and how to replace it when the toner runs out.

When the message <REPLACE CARTRIDGE> appears, the toner in the cartridge may simply be unevenly distributed. Before replacing the cartridge, follow the instructions on p. 1-16 to evenly distribute the toner. If after doing this the message remains displayed or the print quality is low, replace the cartridge as described below.

NOTE

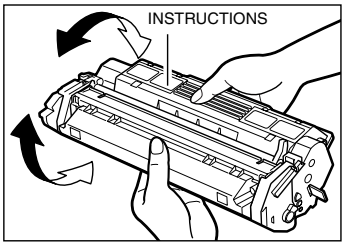
Canon makes numerous cartridges. However, the Cartridge T Starter and the regular Cartridge T is the only one which Canon recommends you to use with your machine. The Cartridge T Starter that comes with your machine can yield approx. 2,500 page of printouts, while the Cartridge T you purchase can yield approx. 3,500 page of printouts. But the Cartridge T Starter is identical to the regular Cartridge T otherwise.

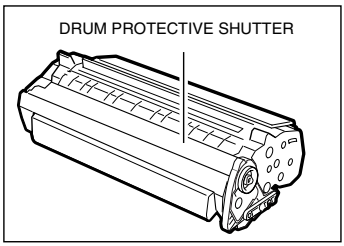
1 **Remove any documents and/or printed pages from the machine.**

2 **Make sure the machine is plugged in.**

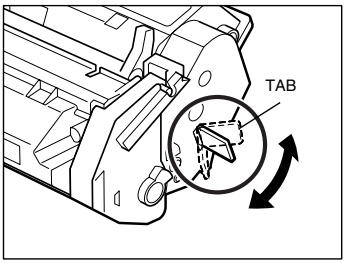
3 **Remove the cartridge from the bag. Keep the bag in a safe place for future use.**

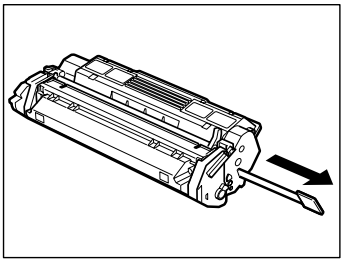
4 **Gently rock the cartridge several times to evenly distribute the toner inside.**





5 **Hold the cartridge on a flat stable surface with one hand, and break the tab and pull out the seal completely with the other hand.**



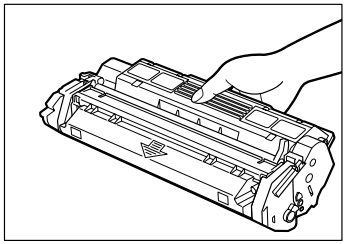


6 **Open the printer cover.**

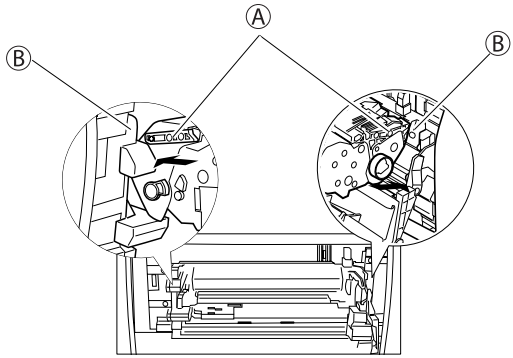
NOTE

If you are replacing the old cartridge with the new one, remove the old cartridge from the machine. Then, discard the old toner cartridge immediately according to the local laws and regulations for disposal of consumables.

7 **Hold the cartridge and position the arrow mark on the cartridge towards the inside of the machine as shown below.**



8 **Align the projections Ⓐ on both sides of the cartridge to the guides Ⓑ in the machine and slide the cartridge completely into the machine.**



9 **Close the printer cover.**

Loading Recording Paper

When the message <SUPPLY REC. PAPER> appears in the LCD display, you need to add paper to the paper cassette. Here are a few tips you should follow when you load paper into the paper cassette.

- Be sure to load paper of the correct size, weight, and quantity recommended for your machine. See Chapter 5, “Paper Handling.”
- Stack the paper so that the top and bottom edges and sides are straight and even before placing it in the paper cassette.
- Do not print on both sides of the paper. Doing so may cause several sheets to feed into the machine at the same time.
- Let the paper run out before you refill the paper cassette.
- Avoid mixing new stock with paper already loaded in the paper cassette. When adding new stock to the cassette, be sure to remove the remaining paper on the cassette and reload it together with the new stock. Failure to do so may cause paper jams.

NOTE

- *Do not use damp, curled, wrinkled, or torn paper as these can cause paper jams or poor print quality.*
- *Highly textured, extremely smooth or shiny paper does not print well.*
- *The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 170ºC. For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures. Make sure the paper is free of dust, lint, and oil stains.*
- *To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.*
- *Your machine is factory-set to use A4-size paper in the paper cassette. If you wish to use different sized paper, you must change the setting using the <PAPER SETTINGS> menu. See Chapter 10, “The Menu System.”*
- *Refer to Chapter 5, “Paper Handling,” for more details on the types of media you can load in the paper cassette.*

CAUTION

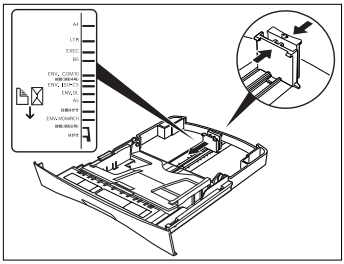
Do not load paper in the multi-purpose feeder when the machine is printing.

Loading Paper in the Cassette

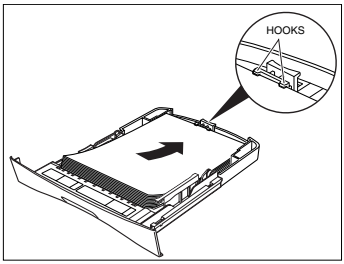
Follow these steps to load paper in the paper cassette.

1 **Pull out the paper cassette completely.**

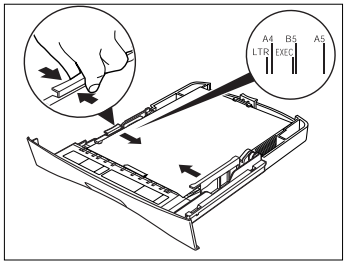
2 **Pinch and slide the rear paper end guide to match the size of paper.**



3 **Load the paper into the cassette. Make sure the paper stack sits below the hooks.**

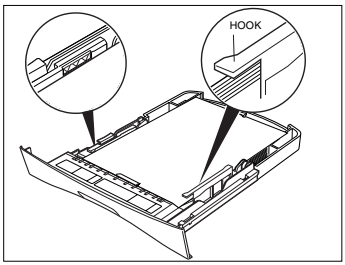


4 **Pinch and slide the side paper end guides to match the size of paper.**



5 **Even out the edges of the paper stack.**

Make sure the height of the paper stack does not exceed the limit marks ▽▽▽.



6 **Insert the paper cassette back into the machine as far as it will go.**

NOTE

If you do not completely insert the cassette into the machine, paper jams may occur.

Registering Information in the Machine

2
CHAPTER

Guidelines for Entering Information

The following section explains how to enter user information into the machine.

NOTE

If you pause while entering information and do not make an entry for more than 60 seconds, the machine returns to standby mode and loses all information you had entered up to that point. You will then have to start again.

Entering Numbers, Letters, and Symbols

Each numeric button has a number and a group of uppercase and lowercase letters assigned to it. Use the chart below to determine which numeric button to press for each character.

NOTE

The characters that appear when you press the numeric buttons differ depending on the display language you select. For details on selecting the display language, see "Setting the Display Language and Country" on p. 1-9.

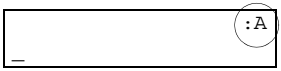
Button	Uppercase	Lowercase
1	@ . – _ /	@ . – _ /
2	ABC	abc
3	DEF	def
4	GHI	ghi
5	JKL	jkl
6	MNO	mno
7	PQRS	pqrs
8	TUV	tuv
9	WXYZ	wxyz
0		
✳	Uppercase ⟶ Lowercase ⟶ Number	
#	– . ✳ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ ~ ( ) [ ] { } < >	

Follow this procedure when you come to a step that requires you to enter a name or number.

---

1 **Press [✳] to switch to the uppercase letter mode (:A), lowercase letter mode (:a), or the number mode (:1).**

You can see what mode you are in by the character indicated on the top right corner of the LCD display.



2 **Use the numeric buttons to enter the letter or number.**

Press the button repeatedly until the letter or number you want appears.

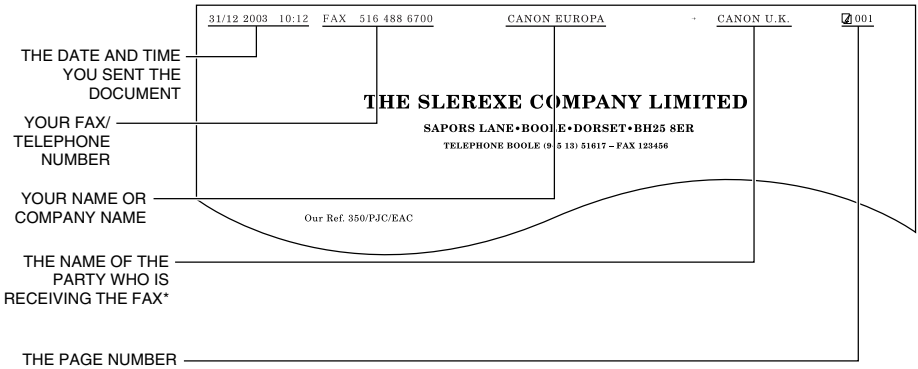
- **To enter two letters or symbols that are under the same button:**
  - ❑ Press the numeric button ➞ [▶ (+)] ➞ press the same numeric button again.
    For example, to enter <DD> you would press [3] ➞ [▶ (+)] ➞ [3].
- **To enter a space:**
  - ❑ Press [▶ (+)] twice.
- **To delete a character:**
  - ❑ Press [Delete] under the One-Touch Speed Dial panel.
- **To delete an entire entry:**
  - ❑ Press [Clear] under the One-Touch Speed Dial panel.

Personalizing Your machine

Identifying Your Documents

When sending documents, you can have your fax number, your name, and the current date and time printed out by the receiving fax. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

By identifying the documents you send, the receiving party can recognize your fax messages at a glance. Here is a sample document with the identifying information:


31/12 2003 10:12
FAX 516 488 6700
CANON EUROPA
CANON U.K.
001
THE DATE AND TIME YOU SENT THE DOCUMENT
YOUR FAX/ TELEPHONE NUMBER
YOUR NAME OR COMPANY NAME
THE NAME OF THE PARTY WHO IS RECEIVING THE FAX*
THE PAGE NUMBER
THE SLEREXE COMPANY LIMITED
SAPORS LANE•BOOLE•DORSET•BH25 8ER
TELEPHONE BOOLE (945 13) 51617 – FAX 123456
Our Ref. 350/PJC/EAC

* If you send a fax using speed dialing, the top line also includes the name registered under the speed dialing button or code you entered.

The following pages explain how to enter this information.

Entering the Date and Time

Follow these steps to enter the date and time.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <7.TIMER SETTINGS> → press [OK] twice.**

3 **Use the numeric buttons to enter the date (month/day/year) and time (in 24-hour format) → press [OK].**

```
DATE/TIME SETTING          TIMER SETTINGS
     31/12 '03 15:10   →    2.AUTO CLEAR
```

Enter only the last 2 digits of the year.

4 **Press [Stop/Reset] to return to standby mode.**

Registering Your Fax Number and Name

Use the following procedure to register your fax/telephone number and name.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <4.FAX SETTINGS> → press [OK] four times.**

3 **Use the numeric buttons to enter your fax/telephone number (max. 20 digits, including spaces) → press [OK].**

```
USER TEL NO.               TEL LINE SETTINGS
          123xxxxxxx   →    2.TEL LINE TYPE
```

To enter a plus sign (+) before the number, press [#] repeatedly until it appears.

For details on how to enter or delete numbers, see "Entering Numbers, Letters, and Symbols," on p. 2-1.

4 **Press [Menu] → [◀ (-)] or [▶ (+)] to select <2.UNIT NAME> → press [OK].**

5 **Use the numeric buttons to enter your name (max. 24 characters, including spaces) → press [OK].**

```
                      :a
Canon                      →   USER SETTINGS
                               3.TX TERMINAL ID
```

For details on how to enter or delete characters, see "Entering Numbers, Letters, and Symbols," on p. 2-1.

6 **Press [Stop/Reset] to return to standby mode.**

Setting the Telephone Line Type

Use this procedure if you need to change the telephone line setting.

If you are unsure which setting to use, contact your local telephone company.

Follow this procedure to set the telephone line type:

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <4.FAX SETTINGS> → press [OK] three times.**

3 **Press [◀ (-)] or [▶ (+)] to select <2.TEL LINE TYPE> → press [OK].**

4 **Press [◀ (-)] or [▶ (+)] to select the telephone line type → press [OK].**

TEL LINE TYPE TOUCH TONE	→	TEL LINE TYPE 3.TX START SPEED

You can select from the following:

- <TOUCH TONE> for tone dialing
- <ROTARY PULSE> for pulse dialing

5 **Press [Stop/Reset] to return to standby mode.**

User's Data List

You can print a list of the data registered in your machine. This list is useful when you want to review the user data information you may have entered (such as your name and number, the date and time) and all other settings currently selected.

Follow this procedure to print the USER'S DATA LIST.

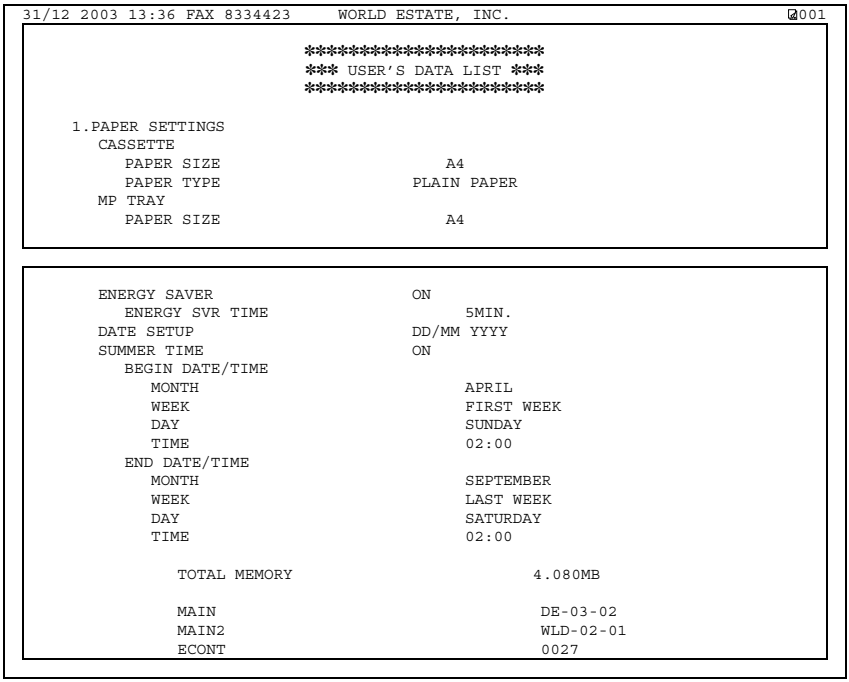
1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <8. PRINT LISTS> → press [OK] twice.**

The machine prints the USER'S DATA LIST and the LCD returns to standby mode.

NOTE

- *The LCD returns to standby mode and the USER'S DATA LIST is printed.*
- *You can also print the USER'S DATA LIST using [Report]. Open One-Touch Speed Dial panel → press [Report] → press [◀ (-)] or [▶ (+)] to select <1.USER DATA> → press [OK].*



```
31/12 2003 13:36 FAX 8334423     WORLD ESTATE, INC.                  001

                          **********************
                          *** USER'S DATA LIST ***
                          **********************

  1.PAPER SETTINGS
     CASSETTE
        PAPER SIZE                        A4
        PAPER TYPE                   PLAIN PAPER
     MP TRAY
        PAPER SIZE                        A4

     ENERGY SAVER                    ON
        ENERGY SVR TIME                   5MIN.
     DATE SETUP                      DD/MM YYYY
     SUMMER TIME                     ON
        BEGIN DATE/TIME
           MONTH                          APRIL
           WEEK                           FIRST WEEK
           DAY                            SUNDAY
           TIME                           02:00
        END DATE/TIME
           MONTH                          SEPTEMBER
           WEEK                           LAST WEEK
           DAY                            SATURDAY
           TIME                           02:00

              TOTAL MEMORY                          4.080MB

              MAIN                                   DE-03-02
              MAIN2                                  WLD-02-01
              ECONT                                  0027
```

3 CHAPTER

Installing the Printer Driver

System Requirements

The printer driver for Windows 98/Me/2000/XP can be used in the following system environments.

■ Operating System

Windows 98, Windows Me, Windows 2000, or Windows XP (x86 architecture).

■ Computer

Any computer on which Windows 98, Windows Me, Windows 2000, or Windows XP runs properly.

■ Hardware Environment

Using the CARPS software requires following computer environment.

- IBM or IBM-compatible PC
- CD-ROM drive or network environment with the access to CD-ROM
- PC equipped with a USB port and the USB class driver installed

OS	CPU	RAM	Available free disk space
Windows 98	Intel Pentium® 90 MHz or greater	16 MB or greater	100 MB or greater
Windows Me	Intel Pentium® 150 MHz or greater	32 MB or greater	100 MB or greater
Windows 2000* Professional	Intel Pentium® 133 MHz or greater, or compatible micro processors (up to 2 processors are supported)	32 MB or greater	500 MB or greater
Windows 2000* Server	Intel Pentium® 133 MHz or greater, or compatible micro processors (up to 4 processors are supported)	128 MB or greater	500 MB or greater
Windows XP*	Pentium Family® 233 MHz or greater	64 MB or greater	500 MB or greater

* Logon as a user account with Administrator's rights is recommended.

Installing CARPS on Your Computer

Canon Advanced Raster Printing System (CARPS) is the software that extends the power of the Windows operating system to a printer to speed up and simplify print jobs. CARPS provides more printing control under Windows applications.

When installing the CARPS, you can use one of the following methods:

- User Software
- Plug and Play
- Add Printer Wizard

For details about the installation procedures, refer to the *Software Guide*.

4 CHAPTER

Document Handling

Document Requirements

The documents you load into the machine must meet the following requirements.

When loading a multi-page document:

Size:	Max.: 216 × 356 mm
(W × L)	Min.: 148 × 105 mm
Quantity:	Up to 50 A4-size, 50 letter-size, or 20 legal-size sheets (1 sheet for sizes other than these)
Thickness:	0.07–0.13 mm (For sheets thicker than this, load 1 sheet at a time)
	All sheets should be of the same thickness.
Weight:	50–105 g/m^2
	All sheets should be of the same weight.

When loading a single-page document:

Size:	Max.: 216 mm × approx.1 m
(W × L)	Min.: 148 × 105 mm
Quantity	1 sheet
Thickness	0.06 – 0.23 mm
Weight:	50 – 240 g/m^2

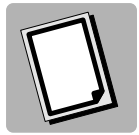
■ Problem Documents

- To prevent paper jams in the Automatic Document Feeder (ADF), do not use any of the following paper in the machine:

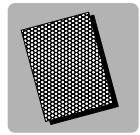
WRINKLED OR CREASED PAPER

CURLED OR ROLLED PAPER

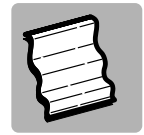
TORN PAPER



CARBON PAPER OR CARBON-BACKED PAPER



COATED PAPER

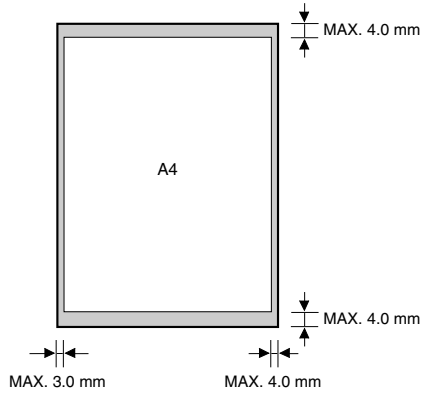


ONION SKON OR THIN PAPER

- Remove all staples, paper clips, or any other fasteners before loading the document into the Automatic Document Feeder (ADF).
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Automatic Document Feeder (ADF).
- If you have a document that will not feed into the machine properly, make a photocopy of the document, then load the copy instead.

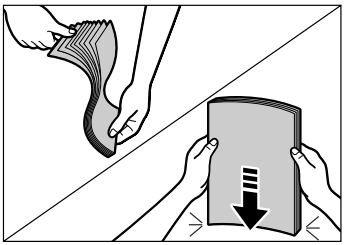
Scanning Area

The margins shown in the illustration below are outside the machine's scanning area. Make sure your document's text and graphics do not extend into these margins.



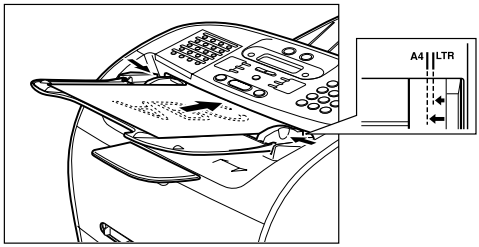
Loading Documents in the ADF

1 **Fan the edges that will feed into the machine first, then tap the edges of multiple page documents on a flat surface to even the stack.**



2 **Gently insert the stack into the Automatic Document Feeder (ADF) until it stops.**

3 **Adjust the document guides to the width of the document.**



4 **Load the documents in the ADF.**

The documents are now ready for scanning.

NOTE

- *For multiple page documents, the pages are fed one by one from the top of the stack (from the first page).*
- *Wait until all pages of your document have been scanned before starting a new job.*
- *50 sheets of A4-size documents can be set in the ADF. If more than 50 sheets of A4-size documents are set in the ADF, paper jams may occur. If you have trouble with page jams while feeding, see Chapter 13, "Troubleshooting," in the User's Guide.*

5 CHAPTER

Paper Handling

This chapter describes how to select and prepare the print media for the different functions your machine can perform.

Print Media Requirements

For high-quality printing, we recommend using paper and transparencies recommended by Canon. Some types of paper available at office supply stores may not be suitable for the machine. If you have any questions about paper and transparencies, contact your local authorized Canon dealer or the Canon help line.

■ Paper Storage

In order to prevent paper jams, do the following:

- To prevent moisture buildup, store remaining paper wrapped tightly in its original package. Store paper in a dry location, out of direct sunlight.
- To prevent curling, store paper flat, not upright.
- If the paper is curled, uncurl it before loading it in the cassette or multi-purpose feeder. Failure to do so will cause paper creases and a paper jam.

■ Unacceptable Paper

Do not print on the following types of paper stock. Doing so may result in paper jams.

- Severely curled or wrinkled paper
- Transparencies designed for full-color copiers or printers
- Paper which has already been copied using a digital full-color copier (Do not print on the reverse side.)
- Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side.)

IMPORTANT

Never attempt to print on full-color transparencies. Doing so may result in product malfunction.

■ Acceptable Paper

	Cassette/Multi-Purpose Feeder
Paper Size	A4, B5, A5, LTR, LGL (multi-purpose feeder), EXECUTIVE Envelope: COM10, MONARCH, DL, ISO-C5 Free Size (Multi-purpose feeder): 216 mm × 356 mm [max.]/76 mm × 127 mm [min.]
Paper Weight	64 g/m^2 to 128 g/m^2
Paper Type	Plain paper, Recycled paper, Thin paper, Heavy paper, Transparency, Label*, Envelope, Postcard.

* A label that can be loaded in the cassette is a standard type (label standard card) only.

NOTE

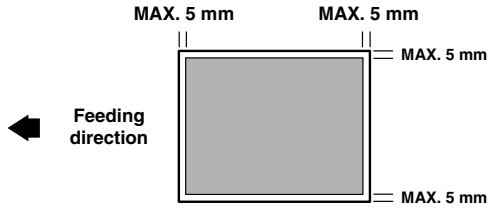
- *The printing speed may become slower than usual depending on the paper size, the paper type, and the number of sheets you specify. This is because the machine's safety function works to prevent the failure due to heat.*
- *Some types of paper may not feed properly into the cassette or the multi-purpose feeder.*

Printing Areas

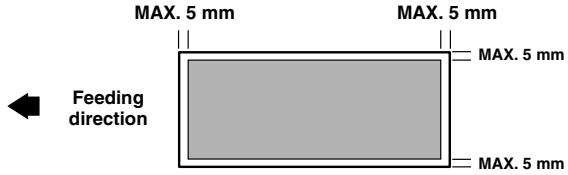
Please note that the term "printing area" represents both the recommended area for optimum print quality and the entire area where the machine can technically print from your computer.

Printing area (light shade): Canon recommends that you print within this area.

■ Paper



■ Envelope

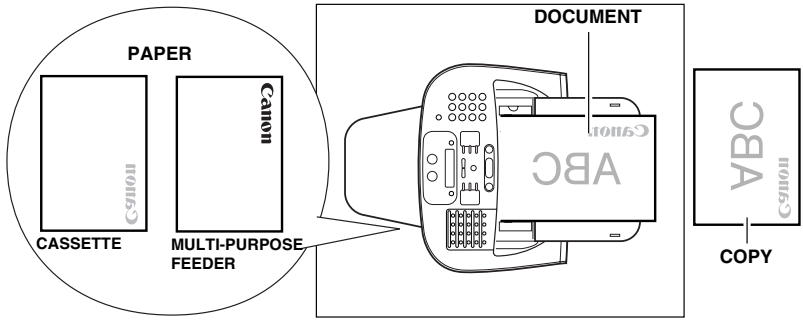


NOTE

Copying areas are a little larger than printing areas.

Orientation of the Document and the Paper Loading

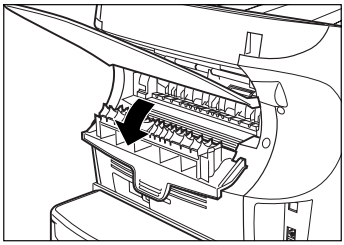
When you load a document in the ADF, the orientation of the document and the orientation of the paper in the cassette or in the multi-purpose feeder are as shown below.



Selecting the Paper Output Area

Face down paper output delivers paper with the printed side down on the output tray. Face up paper output delivers paper with the printed side up out of the face up paper output. Select the area depending on your purpose by opening or closing the face up cover.

Open the face up cover for face up paper output, or close the face up cover for face down paper output.



IMPORTANT

Do not open or close the face up cover while copying and printing.

Paper Type and Paper Output Area

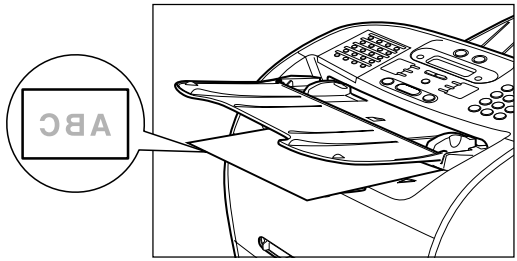
Select the suitable paper output area depending on the paper type and your purpose.

Paper Type	Paper Output Area	The Number of Output Sheets
Plain Paper L	face up	1 sheet
	face down	approx. 50 sheets ($64\ g/m^2$)
Plain Paper	face up	1 sheet
	face down	approx. 50 sheets ($64\ g/m^2$ to $90\ g/m^2$)
Heavy Paper	face up	1 sheet
	face down	approx. 30 sheets ($91\ g/m^2$ to $105\ g/m^2$)
Heavy Paper H	face up	1 sheet
	face down	approx. 30 sheets ($106\ g/m^2$ to $128\ g/m^2$)
Transparencies	face up	1 sheet

Face Down Paper Output Area

The paper is delivered with the printed side down on the output tray.
Paper is stacked in printed order.

Close the face up cover.



IMPORTANT

- *Do not place the delivered paper back on the output tray. Doing so may result in paper jams.*
- *Do not place objects other than paper on the output tray. Doing so may result in paper jams.*

NOTE

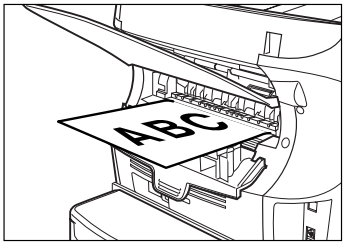
It is recommended to fold up the document feeder tray when printing many pages.

Face Up Paper Output Area

The paper is delivered with the printed side up out of the face up paper output on the back side of the machine. This way is convenient for printing on transparencies, envelopes, or labels which tend to curl, because the paper is delivered straight through out of the machine.

Open the face up cover.

- Remove the delivered paper one by one.



IMPORTANT

- *Do not pull the paper forcibly.*
- *The machine has no face up output tray. Remove the delivered paper with your hand.*
- *Do not place an object in front of the face up paper output to prevent a paper jam.*

6 CHAPTER

Speed Dialing

Storing Numbers for One-Touch Speed Dialing

Your machine can store up to 32 of your most frequently dialed numbers under One-Touch Speed Dial buttons. Follow this procedure to store One-Touch Speed Dialing numbers and names.

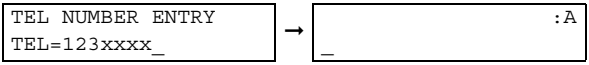
1 **Press [Menu].**

2 **Use [◀ (-)] or [▶ (+)] to select <5.ADD. REGISTRATION> → press [OK] twice.**

3 **Press [◀ (-)] or [▶ (+)], or the One-Touch Speed Dial button to select a One-Touch Speed Dial button under which you want to register a fax/telephone number between 01 and 32 → press [OK] twice.**

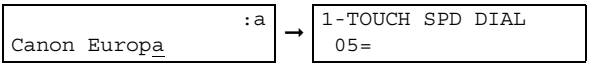
- If a number is already stored under the button you select, that number appears.
- If the button you select is registered for Group Dialing, <GROUP DIAL> appears.

4 **Use the numeric buttons to enter the telephone number (max. 120 digits, including spaces and pauses) → press [OK] twice.**



- For details on how to enter or delete numbers, see “Entering Numbers, Letters, and Symbols,” on p. 2-1.
- Open the One-Touch Speed Dial panel → press [Space] to enter spaces between numbers (spaces are optional and are ignored during dialing).
- To enter a pause in the number, press [Redial/Pause] one or more times.

5 **Use the numeric buttons to enter the name you want to store (max. 16 letters, including spaces) → press [OK].**



- For details on how to enter or delete letters, see “Entering Numbers, Letters, and Symbols,” on p. 2-1.

6 **To continue registering numbers, repeat steps 3 to 5.**

-or-

If you have finished registering numbers, press [Stop/Reset] to return to standby mode.

7 **After you register a number for One-Touch Speed Dialing, it is recommended to write the name of the other party on a destination label and stick it on the One-Touch Speed Dial panel above the number of the One-Touch Speed Dialing button where the number is registered.**

Storing Numbers for Coded Speed Dialing

You can store up to 100 numbers for Coded Speed Dialing. Follow this procedure to store Coded Speed Dialing numbers and names.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <5.ADD. REGISTRATION> → press [OK].**

3 **Press [◀ (-)] or [▶ (+)] to select <2.CODED SPEED DIAL> → press [OK].**

4 **Press [◀ (-)] or [▶ (+)] to select a two-digit code (00-99) → press [OK] twice.**

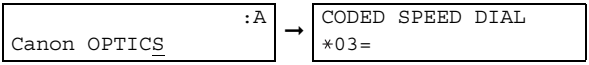
- You can also select a code by pressing [Coded Dial] and entering the two-digit code with the numeric buttons.
- If a number is already registered under the code you select, that number is displayed.
- If the code you select is registered for group dialing, <GROUP DIAL> appears.

5 **Use the numeric buttons to enter the telephone number (max. 120 digits, including spaces and pauses) → press [OK] twice.**

TEL NUMBER ENTRY TEL=456xxxx_	→	:A _

- For details on how to enter or delete numbers, see “Entering Numbers, Letters, and Symbols,” on p. 2-1.
- Open the One-Touch Speed Dial panel → press [Space] to enter spaces between numbers (spaces are optional and are ignored during dialing).
- To enter a pause in the number, press [Redial/Pause] one or more times.

6 **Use the numeric buttons to enter the name you want to store (max. 16 letters, including spaces) → press [OK].**



- For details on how to enter or delete letters, see “Entering Numbers, Letters, and Symbols,” on p. 2-1.

7 **To continue registering numbers, repeat steps 4 to 6.**

-or-

If you have finished registering numbers, press [Stop/Reset] to return to standby mode.

Sending Faxes

7
CHAPTER

Preparing to Send a Fax

Adjusting the Image Quality (Resolution)

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send faxes with a print quality that is very close to that of the original document. The machine also lets you adjust the resolution it uses in sending faxes to best suit your particular document.

The machine has 5 resolution settings:

- <STANDARD> is adequate for most text documents.
- <FINE> is suitable for documents with fine print.
- <PHOTO> is for documents that contain photographs. With this setting, areas of the document that contain photos are automatically scanned with 256 levels of gray, rather than just two (black and white). This gives a much better reproduction of the photos, though transmission time is longer.
- <SUPER FINE> is for documents that contain fine print and images, and its resolution is four times of <FAX STANDARD>.
- <ULTRA FINE> is for documents that contain fine print and images, and its resolution is eight times of <FAX STANDARD>.

Set the resolution as follows:

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Press [Image Quality].**

The LCD display shows the current resolution setting.

3 **Press [Image Quality] repeatedly until the resolution you want is displayed → press [OK].**

FAX RESOLUTION STANDARD	→	31/12/2003 WED 10:00 FaxOnly STANDARD

4 **Continue with the operation you wish to complete.**

If you do not proceed with any other operation, the LCD display returns to standby mode after about 5 seconds.

Adjusting the Exposure (Density)

You can adjust the lightness/darkness of the document pages before you scan for sending.

You can select the scanning density from the following:

- <LIGHT> for documents with dark text or color.
- <STANDARD> for normal printed or type written text.
- <DARK> for documents with light text or color.

1 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

2 **Press [Exposure].**

The LCD displays the current exposure setting.

3 **Press [Exposure] repeatedly until the scanning density you want is displayed → press [OK].**

DENSITY CONTROL STANDARD	→	31/12/2003 WED 10:00 FaxOnly STANDARD

4 **Continue with the operation you wish to complete.**

If you do not proceed with any other operation, the LCD display returns to standby mode after about 5 seconds.

NOTE

- *You can set the scanning density so that the desired scanning density such as STANDARD is automatically returned after the <AUTO CLEAR> function activates or documents are scanned. Since <SCAN DENSITY> of <FAX DEFAULT> is set to 'OFF' in the factory default setting, the scanning density set using [Exposure] will remain unchanged. (See Chapter 10, "The Menu System.")*
- *You can set the level of each scanning density (LIGHT/STANDARD/DARK) in the <DENSITY CONTROL> of the Menu. (See Chapter 10, "The Menu System.")*

Sending Methods

*Manual Sending Via the Handset**

Use manual sending via the handset if you want to speak with the other party before sending a fax to them. With manual sending via the handset, dial and converse normally, and when they are ready to receive your fax, press [Start] to begin sending. For more details on manual sending via the handset, see Chapter 6, "Sending Faxes," in the User's Guide.

For manual sending via the handset, you need to have the optional handset or a telephone connected to your machine.

* With optional handset or other telephone connected. This feature is available for certain countries only.

Memory Sending

Memory sending allows you to send a document easily and quickly. This method of sending scans the document into memory, and as the first page of a multipage document is being scanned, the machine already begins calling the other party and transmitting the information even as the remaining pages are being scanned.

To use memory sending, you load the document, dial the fax number and press [Start]. See p. 7-5 for more details on memory sending.

Since the machine is multitasking, you can even scan a document into the memory while sending a document, receiving a document, or printing a report.

Dialing Methods

There are several ways of dialing the number of the party you want to send to:

■ Regular Dialing

Use the numeric buttons to dial the recipient's fax number.

■ One-Touch Speed Dialing

Press the One-Touch Speed Dial button (1 to 32) under which you have registered the number you want to send to. See Chapter 6 for details on registering One-Touch Speed Dialing.

■ Coded Speed Dialing

Press [Coded Dial] → enter the two-digit code (00 to 99) under which you have registered the number you want to send to. See Chapter 6 for details on registering Coded Speed Dialing.

■ Group Dialing

Send a document to a pre-defined group of fax numbers. (The numbers must already be stored as One-Touch Speed Dialing numbers or Coded Speed Dialing numbers.) See *User's Guide* for details on registering Group Dialing.

■ Directory Dialing

Press [Directory] → enter the first letter of the other party's name and retrieve the number for dialing. See Chapter 6, "Speed Dialing," for details on how to use Directory Dialing.

Sending Documents

This section describes the different ways to send faxes with the machine.

Memory Sending

You should normally use memory sending to send documents efficiently. If <MEMORY FULL> is displayed, the machine cannot scan the documents. In this case, wait for the machine to send any faxes stored in the memory, then scan the documents.

NOTE

You can register a new fax job while the machine is waiting to redial the other party's number automatically. For details on how to set the machine to redial automatically, see the User's Guide. You can store up to 5 fax jobs in the memory.

Follow this procedure for memory sending:

1 **Load the document in the ADF.**

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 4-1, and "Loading Documents in the ADF," on p. 4-3.

2 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

3 **Adjust any necessary settings for your document.**

- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 7-1)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 7-2)

4 **Dial the other party's fax/telephone number.**

For details on the different dialing methods, see "Dialing Methods," on p. 7-4.

5 **Press [Start].**

NOTE

To cancel memory sending, press [Stop/Reset]. (See Chapter 11, "System Monitor," in the User's Guide.)

Manual Sending via the Handset*

Use manual sending when you want to talk to the other party before sending a document, or if the other party does not have a fax machine that can receive automatically.

NOTE

You will need to connect a telephone to the machine if you want to talk to the other party before sending a document.

* With optional handset or other telephone connected. This feature is available for certain countries only.

Follow this procedure for manual sending:

1 **Load the document in the ADF.**

For details on the types of documents you can fax, their requirements, and how to load documents, see "Document Requirements," on p. 4-1, and "Loading Documents in the ADF," on p. 4-3.

2 **Press [FAX].**

If you are already in the Fax standby mode, you can skip this step.

3 **Adjust any necessary settings for your document.**

- Press [Image Quality] to select the fax resolution. (See "Adjusting the Image Quality (Resolution)," on p. 7-1)
- Press [Exposure] to select the scan density. (See "Adjusting the Exposure (Density)," on p. 7-2)

4 **Pick up the handset.**

5 **Dial the other party's fax/telephone number.**

For details on the different dialing methods, see "Dialing Methods," on p. 7-4.

6 **Talk through the handset to the other party.**

If you hear a high-pitched signal instead of the other party's voice, go to step 8.

7 **Ask the other party to set their fax machine to receive faxes.**

8 **When you hear a high-pitched signal, press [Start] → hang up the handset.**

NOTE

To cancel manual sending, press [Stop/Reset]. (See Chapter 11, "System Monitor", in the User's Guide.)

8 CHAPTER

Receiving Faxes

Different Ways to Receive a Fax

The machine provides you with 2 different modes for receiving faxes. To decide which mode will best suit your requirements, consider how you want to use the machine:

Receive Mode	Main Use	Operation	Requirements
FaxOnly*	Fax	Answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.
FaxTel	Fax/Tel	Automatically switches between fax calls and voice calls. Receives faxes automatically and rings for voice calls. To set the details see “Setting the Options for FaxTel Mode,” on p. 8-2.	Telephone connected to the machine.
Manual	Tel	Rings for every call, whether it is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Telephone connected to the machine.
AnsMode	Fax/Tel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine connected to the machine.

* Factory default setting

You can confirm which receive mode is set by checking the standby display. The receive mode is displayed in the lower left of the LCD.

Setting the Receive Mode

Set the machine receive mode as follows:

1 **Open One-Touch Speed Dial panel → press [Receive Mode].**

The LCD display shows the current receive mode setting.

2 **If you want to change the receive mode, press [Receive Mode] repeatedly until the mode you want appears → press [OK].**

Each time you press [Receive Mode], the receive mode changes in the following order:

FaxOnly → Manual → AnsMode → FaxTel → FaxOnly → …

Receiving Faxes and Phone Calls Automatically: FaxTel Mode

Set this mode if you want your machine to automatically switch between voice and fax calls.

You can control precisely how your machine handles incoming calls by adjusting the settings described below.

Setting the Options for FaxTel Mode

When you select FaxTel Mode from the Menu, you can also set the following options.

■ RING START TIME

When a call comes in, the machine checks to see if it is a person wishing to speak to you or a fax machine trying to send a document. If your machine does not have enough time to detect the fax tone, it assumes the call is from a telephone. Use the <RING START TIME> setting to increase the time the machine takes to check whether a call is from a fax machine or a telephone. You can select a time between 0 and 30 seconds; the default is 8 seconds.

■ F/T RING TIME

When your machine is set to receive both fax and telephone calls automatically, the telephone rings to alert you to pick up the handset if the call is from a person. If you do not pick up the handset within a certain amount of time, the telephone stops ringing. Use this option to change the number of times the machine rings, from 10 to 60 seconds. The default is 22 seconds.

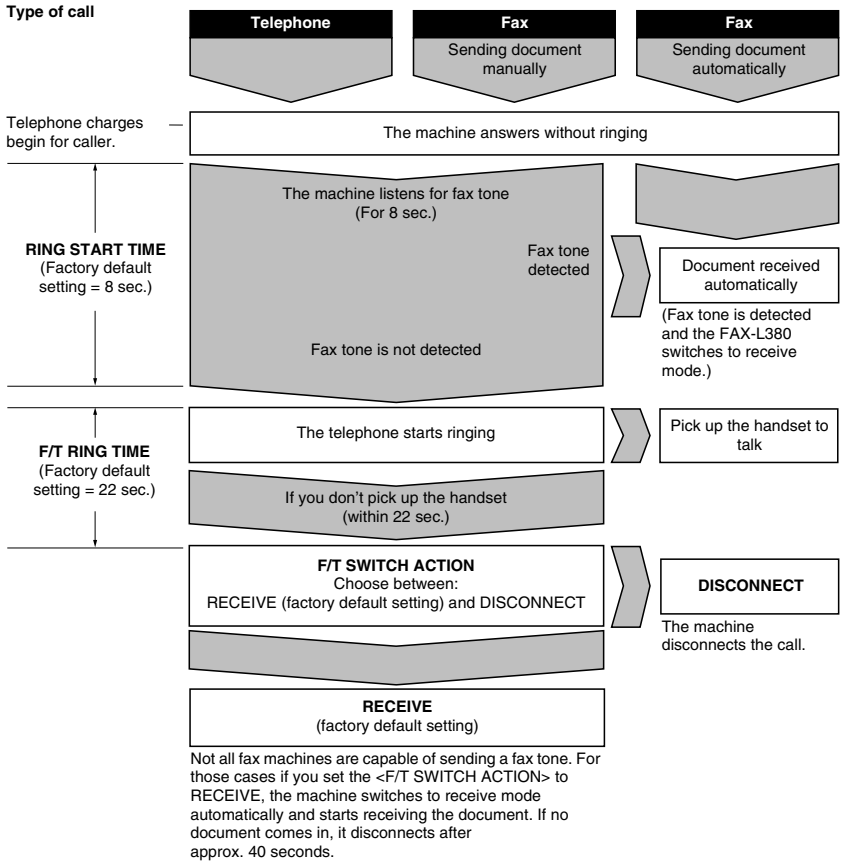
■ F/T SWITCH ACTION

Not all fax machines are capable of sending a fax tone (the CNG tone that warns the receiving fax machine that a fax is coming). For those cases the machine may think that the call coming in is a voice call and rings to alert you of the call (the amount of time it is going to ring is determined by the <F/T RING TIME> setting above). If you do not answer the call, one of two things can happen:

1. If you set the <F/T SWITCH ACTION> to 'RECEIVE', the machine will switch to fax receive mode automatically at that point and start to receive the document. If no document comes in, it disconnects the call after approx. 40 seconds. The factory default setting is 'RECEIVE'.

2. If you set the <F/T SWITCH ACTION> to 'DISCONNECT', the machine will disconnect the phone call immediately freeing up your phone line at this point.

What Happens When FaxTel Mode is Selected



Not all fax machines are capable of sending a fax tone. For those cases if you set the <F/T SWITCH ACTION> to RECEIVE, the machine switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects after approx. 40 seconds.

Set the Fax/Tel Mode options as follows:

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <4.FAX SETTINGS> → press [OK].**

3 **Press [◀ (-)] or [▶ (+)] to select <4.RX SETTINGS> → press [OK].**

4 **Press [◀ (-)] or [▶ (+)] to select <2.FAX/TEL OPT. SET> → press [OK] twice.**

RX SETTINGS 2.FAX/TEL OPT. SET	→	RING START TIME 08SEC

5 **Press [◀ (-)] or [▶ (+)] to set the time the machine waits before ringing when it receives a call → press [OK] twice.**

RING START TIME 09SEC	→	F/T RING TIME 022SEC

You can use the numeric buttons instead of using [◀ (-)] or [▶ (+)] to set the time.

6 **Press [◀ (-)] or [▶ (+)] to set the time the machine rings while waiting for someone to pick up the handset → press [OK] twice.**

F/T RING TIME 030SEC	→	F/T SWITCH ACTION RECEIVE

You can use the numeric buttons instead of using [◀ (-)] or [▶ (+)] to set the time.

7 **Press [◀ (-)] or [▶ (+)] to select <RECEIVE> or <DISCONNECT> → press [OK].**

F/T SWITCH ACTION DISCONNECT	→	RX SETTINGS 3.INCOMING RING

This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 6.

8 **Press [Stop/Reset] to return to standby mode.**

NOTE

The default settings and selectable settings vary depending on the current country selection.

Receiving Faxes Manually: Manual Mode

To use this mode, you must have the optional handset or a telephone connected to the machine. See “Connecting the Telephone Line,” on p. 1-7. In Manual Mode, the machine rings every time it receives a call, whether the call is from a telephone or a fax machine.

NOTE

Make sure the <REMOTE RX> setting in the <RX SETTINGS> menu is enabled. See p. 10-11 for detail.

If you use your machine with Manual Mode, answer incoming calls as follows:

---

1 **When the optional handset or the telephone rings, pick up the receiver.**

- **If you hear a person’s voice:**
  - ❑ Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their fax machine. When you hear a beep, press [Start] to begin receiving the document, then hang up.

- **If you hear a slow beep or silence:**
  - ❑ A fax machine is trying to send you a document.
    Press [Start] on the machine → hang up.
    -or-
    Enter the two-digit ID code from the telephone, then hang up.

  - The machine then begins receiving the document. (This is particularly convenient if your telephone is located away from the machine.)
  - If you do not hang up after pressing [Start] or the two-digit ID code, the machine beeps intermittently for a few seconds after you receive the document. (You can turn the beeping off by disabling the <OFFHOOK ALARM> in the <USER SETTINGS> menu. See p. 10-7.)

NOTE

If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the two-digit ID code described above. If so, make sure you change the machine two-digit ID code to make it distinct from the answering machine’s security code. See p. 10-11 for details on changing the code (<REMOTE RX ID>) setting.

Receiving Faxes Automatically: FaxOnly Mode

When the machine is set up for a dedicated line, set FaxOnly Mode to automatically receive documents whenever a call comes over the fax line.

- The machine assumes all incoming calls are from fax machines sending documents. It receives the documents automatically and disconnects all voice calls.
- In FaxOnly Mode, you can control whether or not the machine rings when it receives a fax call. To set this option from the machine operation panel, see “3.INCOMING RING,” on p. 10-10 (<INCOMING RING> setting).

Using an Answering Machine: AnsMode

Connecting an answering machine to the machine allows you to receive faxes and phone messages while you are out of the office.

For instructions on connecting an answering machine to the machine, see “Connecting the Telephone Line,” on p. 1-7.

NOTE

Canon does not recommend using an “answering service” (like those offered by local telephone companies that provide voice mail) on the telephone line you are connecting to the machine. If you do subscribe to an answering service, you may want to dedicate a separate line for fax communication only and connect that line to the machine.

■ Using the Machine With an Answering Machine

Follow these guidelines when using the machine with an answering machine:

- Set the answering machine to answer on the first or second ring.
- If the machine runs out of paper or toner in Ans Mode, it receives all faxes into memory. The faxes then print automatically when you add paper or replace the toner cartridge.
- When recording the outgoing message on the answering machine:
  - The entire message must be no more than 15 seconds long.
  - In the message, tell your callers how to send a fax. For example:
    “Hello. I can’t answer the phone right now, but please leave a message after the beep. I’ll return your call as soon as possible. If you would like to send a fax, press the start button on your fax machine after you leave your message. Thank you.”

9 CHAPTER

Making Copies

This chapter describes how to make copies with your machine.

Making Copies

One of the machine's convenient features is its ability to make up to 99 high-quality copies of a document. To make copies, do the following:

1 **Load the document in the ADF.**

For details on how to place or load documents, see "Loading Documents in the ADF," on p. 4-3.

2 **Press [COPY].**

If you are already in the Copy standby mode, you can skip this step.

3 **Use the numeric buttons to enter the number of copies.**

You can set up to 99 copies.

4 **Adjust any necessary settings for your document.**

- Press [Image Quality] to select the scanning resolution. For details, see Chapter 10, "Making Copies," in the User's Guide.
- Press [Exposure] to select the scanning exposure. For details, see Chapter 10, "Making Copies," in the User's Guide.

5 **Press [Start].**

NOTE

To cancel copying, press [Stop/Reset].

Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Feeder)

NOTE

- *When making copies on A4-size paper after having continuously copied on paper smaller than A4-size paper, the copies may be dirty. To prevent copies from being dirty, wait about 1 minute before making copies.*
- *The paper in the multi-purpose feeder is fed prior to the paper in the cassette.*
- *The settings changed in the Menu do not return automatically to the settings you set previously. Change to the previous settings again if necessary.*
- *When making copies of a small size or heavy paper*, etc., the copy speed may be slightly slower than usual.*
  ** The paper type should be selected in the Menu.*
- *If you intend to make a copy and print with a thermal transfer printer using the same sheet of paper, make the copy first. Failure to do so may make copies dirty or cause a paper jam.*
- *When copying onto transparencies, remove each transparency from the output tray as it is output.*

Specifying the Paper Size

At the factory, the paper size has already been set to <A4>. Normally, you can make copies in this setting. When making copies on other sizes of paper, you need to specify the paper size according to the following.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <1. PAPER SETTINGS> → press [OK].**

3 **Press [◀ (-)] or [▶ (+)] to select <1. CASSETTE> or <2. MP TRAY> → press [OK].**

4 **Press [◀ (-)] or [▶ (+)] to select <1. PAPER SIZE> → press [OK].**

5 **Press [◀ (-)] or [▶ (+)] to select the appropriate paper size (A4, B5, A5, LTR, EXECUTIV or ENVELOPE for the cassette, A4, B5, A5, LTR, LGL, EXECUTIV, ENVELOPE or FREESIZE for the multi-purpose feeder) → press [OK].**

- **When <ENVELOPE> is selected:**
  - ❑ Press [◀ (-)] or [▶ (+)] to select the appropriate envelope type (DL, ISO-C5, COM10, or MONARCH) → press [OK].

- **When <FREE SIZE> is selected:**
  - ❑ Press [◀ (-)] or [▶ (+)] to select <VERTICAL SIZE> or <HORIZONTAL SIZE> → press [OK].
  - ❑ Use the numeric buttons, or press [◀ (-)] or [▶ (+)] to specify vertical and horizontal sizes of the paper in millimeters (mm).
    Available setting range in <VERTICAL SIZE>: 127 mm to 356 mm
    Available setting range in <HORIZONTAL SIZE>: 76 mm to 216 mm
  - ❑ Press [OK].
    Repeat the steps above to specify both vertical and horizontal sizes of the paper.

6 **Press [Stop/Reset] to return to standby mode.**

Specifying the Paper Type

<PLAIN PAPER> is selected as the default paper type. When making copies on paper other than plain paper, you can specify the paper type according to the following. Specifying the paper type can prevent poor copy quality, or the printout not being printed correctly.

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select <1. PAPER SETTINGS> → press [OK].**

3 **Press [◀ (-)] or [▶ (+)] to select <1. CASSETTE> or <2. MP TRAY> → press [OK].**

4 **Press [◀ (-)] or [▶ (+)] to select <2. PAPER TYPE> → press [OK].**

5 **Press [◀ (-)] or [▶ (+)] to select the appropriate paper type (PLAIN PAPER, TRANSPARENCY, PLAINPAPER L, HEAVY PAPER, or HEAVY PAPER H) → press [OK].**

6 **Press [Stop/Reset] to return to standby mode.**

10 CHAPTER

The Menu System

The menu allows you to specify or register various settings. This chapter explains the procedure to access the menus and their contents.

Accessing the Menu

1 **Press [Menu].**

2 **Press [◀ (-)] or [▶ (+)] to select the menu you want to change → press [OK].**

ADDITIONAL FUNCTIONS 3.COPY SETTINGS	→	COPY SETTINGS 1.STD. IMAGEQUALITY

3 **Press [◀ (-)] or [▶ (+)] to select the submenu you want to change → press [OK].**

COPY SETTINGS 2.STANDARD EXPOSURE	→	STANDARD EXPOSURE MANUAL

NOTE

- *For details on submenus, see "Menu Descriptions."*
- *After selecting the item or value with [◀ (-)] or [▶ (+)], press [OK] to enter the setting.*
- *If you press [Stop/Reset] before [OK] is pressed, the item you have selected will not be registered.*
- *Press [Stop/Reset] to exit from Menu.*
- *If you press [Menu], the display returns to the previous screen.*

Menu Descriptions

1. PAPER SETTINGS

Name	Descriptions
1.CASSETTE	
1.PAPER SIZE	Sets the paper size for the paper cassette. **A4**, B5, A5, LTR, EXECUTIV, ENVELOPE (You can select from COM10, MONARCH, DL, or ISO-C5.)
2.PAPER TYPE	Sets the paper type to be used in the paper cassette. **PLAIN PAPER**, TRANSPARENCY, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H
2.MP TRAY	
1.PAPER SIZE	Sets the paper size for the multi-purpose feeder. **A4**, B5, A5, LTR, LGL, EXECUTIV, ENVELOPE (You can select from DL, ISO-C5, COM10, or MONARCH), FREESIZE (Horizontal and vertical size can be specified in millimeters.)
2.PAPER TYPE	Sets the paper type to be used on the multi-purpose feeder. **PLAIN PAPER**, TRANSPARENCY, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H

(The factory default setting is in **bold** face.)

2. COMMON SETTINGS

Name	Descriptions
1.DEFAULT SETTINGS	Selects which mode is displayed in the LCD when the power cord is connected, or the AUTO CLEAR function activates.
COPY	The Copy mode is selected.
FAX	The Fax mode is selected.
2.SW AFTER AUTO CLR	Selects whether the machine switches to the mode you set in DEFAULT SETTINGS after the AUTO CLEAR function activates.
DEFAULT MODE	The machine automatically switches to the mode you set in DEFAULT SETTINGS after the AUTO CLEAR function activates.
CURRENT MODE	The machine does not automatically switch to the mode you set in DEFAULT SETTINGS even after the AUTO CLEAR function activates.
3.VOLUME CONTROL	Adjusts the volume of the machine.
1.KEYPAD VOLUME	Adjusts the keypad volume.
ON	**1** to 3
OFF	The volume is turned off.
2.ALARM VOLUME	Adjusts the alarm volume.
ON	**1** to 3
OFF	The volume is turned off.
3.TX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished sending faxes.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.

(The factory default setting is in **bold** face.)

Name	Descriptions
4.RX DONE TONE	Adjusts the volume of the done tone sounded when the machine has finished receiving faxes.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.
5.PRINTING END TONE	Adjusts the volume of the done tone sounded when the machine has finished printing.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.
6.SCANNING END TONE	Adjusts the volume of the done tone sounded when the machine has finished scanning.
ON	**1** to 3
ERROR ONLY	**1** to 3
OFF	The volume is turned off.
7.LINE MONITOR VOL.	Adjusts the line monitor volume.
ON	1 to 3 (**2**)
OFF	The volume is turned off.
4.PRINT EXPOSURE	Adjusts the exposure to one of 5 levels. (**center**)
5.TONER SAVER MODE	Sets the toner saver mode.
ON	The toner saver mode is turned on.
OFF	The toner saver mode is turned off.
6.DISPLAY LANGUAGE	Select the message language. **ENGLISH**, FRENCH, SPANISH, GERMAN, ITALIAN, DUTCH, FINNISH, PORTUGUESE, NORWEGIAN, SWEDISH, DANISH, SLOVENE, CZECH, HUNGARIAN, RUSSIAN

(The factory default setting is in **bold** face.)

3. COPY SETTINGS

Name	Descriptions
1.STD. IMAGEQUALITY	Select the document type. **TEXT ORIGINAL**: Character mode TEXT/PHOTO*1: Text/photo mode PHOTO*1: Photo mode
2.STANDARD EXPOSURE	Select the auto or manual mode of exposure setting.
AUTO*2	The exposure is adjusted automatically.
MANUAL	The exposure is adjusted manually. The exposure can be adjusted in 9 steps. (**center**)
3.STD ZOOM RATIO	Selects the copy ratio 050% to 200%. (**100%**)
4.STANDARD COPY QTY	Select the copy quantity. 01 to 99 (**01**)
5.AUTO SORT	Set the auto sort.
ON	The auto sort function is turned on.
OFF	The auto sort function is turned off.
6.PAPER SIZE GROUP	The paper size group can be selected. If the paper size group is changed, the preset copy ratios will change.
INCH	Preset copy ratios:50%, 64%, 78%, 100%, 129%, 200%
A	Preset copy ratios:50%, 70%, 100%, 141%, 200%
AB	Preset copy ratios:50%, 70%, 81%, 86%, 100%, 115%, 141%, 200%
7.SHARPNESS	Black and white of an image can be sharpened. When you want to make characters and lines clear, select a big number. When you make copies of photographs, select a small number. 1 to 9 (**5**)

(The factory default setting is in **bold** face.)

*1 STANDARD EXPOSURE automatically changes to MANUAL when TEXT/PHOTO or PHOTO is selected.

*2 STD. IMAGEQUALITY automatically changes to TEXT ORIGINAL when AUTO is selected.

4. FAX SETTINGS

Name	Descriptions
1.USER SETTINGS	Specifies the basic operation settings in the Fax mode.
1.TEL LINE SETTINGS	Specifies the telephone line settings.
1.USER TEL NO.	Your telephone and fax number can be registered within 20 digits, including spaces.
2.TEL LINE TYPE	Selects the telephone line type.
TOUCH TONE	The telephone line is set for touch tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing.
3.TX START SPEED	Sets the transmission speed for all documents you send. **33600bps**/14400bps/9600bps/7200bps/4800bps/2400bps
4.RX START SPEED	Sets the transmission speed for all documents you receive. **33600bps**/14400bps/9600bps/7200bps/4800bps/2400bps
2.UNIT NAME	You can register your name or your company name within 24 characters, including spaces.
3.TX TERMINAL ID	Prints your ID (Transmitting Terminal ID) on each page you transmit.
ON	After you turn the terminal ID on, you can do the following settings.
1.TTI POSITION	**OUTSIDE IMAGE**: Terminal ID is printed outside the image border. INSIDE IMAGE: Terminal ID is printed inside the image border.
2.TEL NUMBER MARK	Selects the prefix for the identification header number. **FAX**, TEL
OFF	No terminal ID is printed on the pages you send.

(The factory default setting is in **bold** face.)

Name	Descriptions
4.DENSITY CONTROL	Adjusts the scanning density.
1.LIGHT	Sets for dark documents. 3 to 9 (**7**)
2.STANDARD	Sets for standard documents. 2 to 8 (**5**)
3.DARK	Sets for light documents. 1 to 7 (**3**)
5.OFFHOOK ALARM	Enables/disables the offhook alarm that alerts you when the handset is not in the handset cradle.
ON	After reception, the offhook alarm sounds when the handset is left off the hook.
OFF	No offhook alarm.
6.R-KEY SETTING	Sets how the fax connects to PBX. If your fax machine is not connected through a PBX, you can ignore these settings.
PSTN	The fax is connected to the outside line.
PBX	The fax is connected through a PBX. Select one of the following settings, depending on the type of PBX in service. Two settings are available: **HOOKING** PREFIX If you select PREFIX, you can set a number up to 20 digits long, including the “P” at the end.
2.REPORT SETTINGS	Sets the report setting.
1.TX REPORT	Enables/disables automatic printing of a transmission report.
OUTPUT NO	No report is printed.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
REPORT WITH TX IMAGE	Enables/disables printing of the first page of the fax under the report.
ON	Prints the first page.
OFF	No first page is printed.

(The factory default setting is in **bold** face.)

Name	Descriptions
OUTPUT YES	Prints a report every time you send a document.
REPORT WITH TX IMAGE	Enables/disables printing of the first page of the fax under the report.
ON	Prints the first page.
OFF	No first page is printed.
2.RX REPORT	Enables/disables automatic printing of a reception report.
OUTPUT NO	No report is printed.
PRINT ERROR ONLY	Prints a report only when a reception error occurs.
OUTPUT YES	Prints a report every time you receive a document.
3.ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions.
ON	Prints the ACTIVITY REPORT.
OFF	No ACTIVITY REPORT is printed.
3.TX SETTINGS	Sets the transmission functions.
1.ECM TX	ECM (Error Correction Mode) transmission is turned on or off.
ON	All transmissions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2.PAUSE TIME	Sets the length of the pause you insert into a dialing sequence. 01 to 15SEC (**04 SEC**)

(The factory default setting is in **bold** face.)

Name	Descriptions
3.AUTO REDIAL	Sets whether to perform automatic redial when the other line is busy or no answer.
ON	Customizes the redial operation.
1.REDIAL TIMES	Sets the number of retries. 01 to 10TIMES (**02 TIMES**)
2.REDIAL INTERVAL	Sets period of time between redialings. 02 to 99MIN. (**02 MIN.**)
OFF	After the first attempt at dialing fails, redialing is not attempted.
4.TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered by using speed dialing.
ON	Scanning begins automatically in 5 or 10 seconds after you enter the phone number.
OFF	Press [Start] to scan document. Otherwise, AUTO CLEAR function activates and the LCD returns to standby mode after 2 minutes.
4.RX SETTINGS	Sets the reception functions.
1.ECM RX	ECM (Error Correction Mode) reception is turned on or off.
ON	All receptions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2.FAX/TEL OPT. SET	When FaxTel has been set, the optional settings are available.
1.RING START TIME	Sets the duration that the machine listens for a fax tone before starting to ring. 00 to 30SEC (**08 SEC**)

(The factory default setting is in **bold** face.)

Name	Descriptions
2.F/T RING TIME	Sets the length of time the machine rings to alert you of an incoming call. 010 to 060SEC (**022 SEC**)
3.F/T SWITCH ACTION	Selects the action taken after the F/T RING TIME expires.
RECEIVE	The machine switches to the fax receive mode automatically at this point and starts to receive the document.
DISCONNECT	The machine disconnects the call.
3.INCOMING RING	Sets whether the machine rings when it receives a call when the machine is set to FaxOnly.
OFF	The machine does not ring when it receives a fax. (In Energy Saver mode, the fax may ring one or two times.)
ON	The machine rings when it receives a fax if a telephone is connected.
RING COUNT	Sets the number of incoming rings before the machine answers. 01 to 99TIMES (**02TIMES**)
4.MAN/AUTO SWITCH	Sets whether the machine switches to document receive mode after ringing for a specified length of time in the manual receive mode.
OFF	The machine keeps ringing until someone answers the call manually with a connected extension telephone.
ON	The machine switches to document receive mode after ringing for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to the document receiving. 01 to 99SEC (**15SEC**)

(The factory default setting is in **bold** face.)

Name	Descriptions
5.REMOTE RX	Enables/disables remote receiving.
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial code on the remote extension to start receiving a document. A combination of two characters using [0] to [9], [*] and [#] (25) is possible.
OFF	The machine disables remote receiving.
5.PRINTER SETTINGS	Sets the print functions.
1.RX REDUCTION	Receives images at a reduced size.
ON	Image reduction is turned on.
1.RX REDUCTION	**AUTO SELECTION**: Reducing size is set automatically. FIXED REDUCTION: Reducing size is preset. 97%, 95%, **90%**, 75%
2.SELECT REDUCE DIR	**VERTICAL ONLY**: Reduction is performed in the vertical direction only. HORIZ & VERTICAL: Reduction is performed in the horizontal and vertical direction.
OFF	Image reduction is turned off.
2.TONER SUPPLY LOW	Allows you to set how the machine responds when the toner supply is low.
RX TO MEMORY	The machine receives all documents in memory.
KEEP PRINTING	The keep printing function is turned on. With this setting, the machine will not store documents in memory if the toner has run out. Re-set to RX TO MEMORY after replacing the cartridge with a new one.

(The factory default setting is in **bold** face.)

Name	Descriptions
6.POLLING BOX	Sets the functions of SETUP FILE, CHANGE DATA and DELETE FILE.
1.SETUP FILE	Registers a polling box.
1.FILE NAME	Enters a name for polling box (max. 24 characters, including spaces).
2.PASSWORD	Enters a password to protect the polling box settings (max. 7 characters).
3.ERASE AFTER TX	Tells the machine how to handle a document after it is polled and sent.
2.CHANGE DATA	Changes the settings of the polling box.
1.FILE NAME	Changes the file name.
2.PASSWORD	Changes the password.
3.ERASE AFTER TX	Changes the ERASE AFTER TX setting.
3.DELETE FILE	Deletes the polling box and all of its settings.
7.SYSTEM SETTINGS	Sets the functions of FAX DEFAULT, LOCK PHONE and COUNTRY SELECT.
1.FAX DEFAULT	Sets the FAX DEFAULT functions.
1.RESOLUTION	Sets the fax resolution.
OFF	The setting of resolution set using [Image Quality] remains even after the AUTO CLEAR function activates.
STANDARD	Suitable for most text-only documents.
FINE	Suitable for fine-print documents.
PHOTO	Suitable for documents that contain photographs.
SUPER FINE	Suitable for documents that contain fine print and images. (The resolution is four times that of STANDARD)
ULTRA FINE	Suitable for documents that contain fine print and images. (The resolution is eight times that of STANDARD)
2.SCAN DENSITY	Sets the machine's standard scanning density. **OFF**, LIGHT, STANDARD, DARK

(The factory default setting is in **bold** face.)

Name	Descriptions
2.LOCK PHONE	Sets the LOCK PHONE functions.
OFF	Outgoing voice call is operational.
ON	Outgoing voice call is not operational.
3.COUNTRY SELECT*	Selects the country where you are using your machine. UK/GERMANY/FRANCE/ITALY/SPAIN/ HOLLAND/DENMARK/NORWAY/SWEDEN/ FINLAND/AUSTRIA/BELGIUM/SWITZERLAND/ PORTUGAL/IRELAND/GREECE/ LUXEMBOURG/HUNGARY/CZECH/RUSSIA/ SLOVENIA/SOUTH AFRICA/OTHERS

(The factory default setting is in **bold** face.)

* This setting is only available for some countries.

5. ADD. REGISTRATION

Name	Descriptions
1.1-TOUCH SPD DIAL	Registers the information on One-Touch Speed Dialing. Up to 32 destinations can be registered.
1-TOUCH SPD DIAL	Selects a One-Touch Speed Dial button.
1.TEL NUMBER ENTRY	Registers the other party's telephone number (max. 120 digits, including spaces).
2.NAME	Registers the other party's name (max. 16 characters, including spaces).
2.CODED SPD DIAL	Registers the information on Coded Speed Dialing. Up to 100 destinations can be registered.
CODED SPD DIAL	Selects a Coded Speed Dialing code.
1.TEL NUMBER ENTRY	Registers the other party's telephone number (max. 120 digits, including spaces).
2.NAME	Registers the other party's name (max. 16 characters, including spaces).

(The factory default setting is in **bold** face.)

Name	Descriptions
3.GROUP DIAL	Registers the information on Group Dialing. Up to 131 groups can be registered.
1.TEL NUMBER ENTRY	Registers the other party's telephone numbers by specifying the One-Touch Speed Dial buttons or Coded Speed Dialing codes.
2.NAME	Registers the group's name (max. 16 characters, including spaces).

(The factory default setting is in **bold** face.)

6. PRINTER SETTINGS

Name	Descriptions
1.PRESET PRINT QTY	Sets the standard number of pages of the printer function. 01 to 99 (**01**)
2.AUTO ERROR SKIP	Sets either printing with skipping an error automatically, or without skipping an error.
ON	The auto error skip is on. The error is skipped and shifted to the next job automatically without indicating an error code.
OFF	The auto error skip is off. Skip the error and shift to the next job manually.
3.ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	The error time out is on. Sets time out period 005SEC to 300SEC. (**015SEC**)
OFF	The error time out is off.
4.PRINTER RESET	Cancels the job currently being received and the job already received.

(The factory default setting is in **bold** face.)

7. TIMER SETTINGS

Name	Descriptions
1.DATE/TIME SETTING	Enter the current date and time.
2.AUTO CLEAR	Sets the auto clear function. If the machine remains idle for a certain period of time, the display returns to the standby mode.
ON	The auto clear function is turned on. 1MIN. to 9MIN. (**2MIN.**)
OFF	The auto clear function is turned off.
3.ENERGY SAVER	Sets the energy saver mode.
ON	The energy saver mode is set. 03MIN. to 30MIN. (**05MIN.**)
OFF	The energy saver mode is turned off.
4.DATE SETUP	Set the format for the DATE & TIME settings menu and how the date is displayed in the LCD. **DD/MMYYYY**, YYYY MM/DD, MM/DD/YYYY
5.SUMMER TIME	Sets the summer time.
OFF	The summer time setting is disabled.
ON	The summer time setting is enabled.
1.BEGIN DATE/TIME	Sets the MONTH, WEEK, DAY and TIME when the summer time starts.
2.END DATE/TIME	Sets the MONTH, WEEK, DAY and TIME when the summer time ends.

(The factory default setting is in **bold** face.)

8. PRINT LISTS

Name	Descriptions
1.USER DATA	Prints out a list of items set or registered in the Menu.
2.SPEED DIAL LIST	Prints the list of the fax/telephone numbers registered for One-Touch Speed Dial buttons, Coded Speed Dialing codes or Group Dialing.
1.1-TOUCH LIST	Prints the One-touch List.
1.NO SORT	The printout of the list is not sorted.
2.SORT	The printout of the list is sorted.
2.CODED DIAL LIST	Prints the Coded Dial List.
1.NO SORT	The printout of the list is not sorted.
2.SORT	The printout of the list is sorted.
3.GROUP DIAL LIST	Prints the Group Dial List.
3.CANCEL REPORT	Cancels printout of the report. Select report you want to cancel the printout.
REPORT STATUS	Displays the report status and allows you to select the report job to be canceled. Select a job → press [OK].
CANCEL REPORT? YES	The printout of the list is canceled.
CANCEL REPORT? NO	The printout of the list is not canceled.

(The factory default setting is in **bold** face.)